

**California Department of Food and Agriculture:
Federal Organic Certification Cost Share Application**

***Mail to: CDFA Organic Cost Share Program, 1220 N Street, Sacramento, CA 95814
For information call David Carlson at (916) 445-2180 ext 3465***

***To be eligible for reimbursement the certification must have been completed between October 1, 2004 and September 30, 2005. Rate for reimbursement is 75% of certification costs with a maximum of \$500.
All incomplete applications will be returned. Any application mailed before the date identified in the chart at bottom of page two will be returned.***

See page two for specific instructions and valuable information.

SECTION A	OPERATION IDENTIFICATION			
	First Name (or company name)		M.I.	Last Name
	Address			
	City		County	State
	Zip Code			
	CA Organic Registration Number _____ SSN: _____ FEIN: _____		Attach a copy of certificate and an itemized invoice for certification costs. <input type="checkbox"/> Certificate No. _____ <input type="checkbox"/> Certified By _____ Date of NOTIFICATION BY Certification AGENT _____	
Phone Number		Fax Number		Email Address
Certification By Operation: I certify that the above information is true and correct, and the organic certification identified above for which cost-share reimbursement is requested was issued on _____. (It must be between the above mentioned dates). <i>Notice of Penalties: Penalty for knowingly making false statements or false entries, or attempts to secure money through fraudulent means, may include fines and/or incarceration and/or forfeiture of agriculture assistance funds under applicable federal and state law.</i> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> _____ Certified Operations Signature </div> <div style="width: 40%;"> Date ____ / ____ / ____ month day year </div> </div>				

SECTION B	(OFFICIAL USE ONLY) IDENTIFICATION OF ELIGIBLE CERTIFICATION COSTS			
	Associated expenses:		Date incurred	Amount Paid by operation *
	Reimbursed amount		Total to accounting _____	
	Date to accounting			

Frequently asked questions:

How much money has been allocated? Approximately \$100,000 for each quarter identified below will be distributed on a first come first serve basis.

When do I submit my application? Review the chart below, find the quarter in which your operation successfully completed certification or completed your annual update cycle. Submit your application via the US Postal Service on or after the date indicated in the “Date To Submit Cost Share Application”. To assist CCOF operations, they have information posted at: www.ccof.org/certification_updates_Resources.php.

How will I know if my application has been approved? If you have indicated an email address you will be notified of your approval via email, if you do not have email you will be notified via the US postal service.

What documents do I submit with the cost share application? Submit copies of certificate, or letter from certifier showing evidence of certification. Also submit invoices, or other documents which show evidence of the cost incurred for obtaining certification, and documents that prove your completed renewal date falls within the proper quarter indicated on the chart below.

Do the State registration fees paid for registration count for reimbursement? No, the fees paid to the state are not included in the cost share program.

Can I submit the fees paid for soil or water analysis for cost share reimbursement? No, those fees are not required to obtain and maintain certification.

What fees are eligible for reimbursement? The annual application fee, charges for percentages of sales of organic product, annual inspection fees, and/or quarterly assessments and other fees that if not paid would result in suspension of certification.

Why would my application be denied or returned? Your application will be returned if you fail to sign it, fail to provide a tax identification number or social security number, fail to submit copies of invoices or other documents from your certifier, fail to submit copies of the certificate, fail to complete the form appropriately. In addition, if your application is post marked before the chart below indicates, it will be returned. If all the fees allocated to a quarter are expended then your application will be returned because of lack of funds.

How will it be determined which application is approved. Applications will be approved on a first come, first served basis. Applications returned to the operation will lose their position in the approval line.

Will the cost share program continue? At this time no. The USDA has expended the entire 5 million and unless congress provides additional funding it will not continue.

<i>Annual Update Successfully Completed Between</i>	<i>Date to Submit Cost-Share Application Not before</i>	<i>Date Funds Will Be Requested From USDA</i>	<i>Date Funds Expected to Arrive From USDA</i>	<i>Date State Finance Expected to Write Checks</i>
Oct. 1 – Dec. 31, 2004	Not postmarked before November 15, 2005	January 1, 2006	March 1, 2006	March 15, 2006
Jan. 1 – Mar. 31, 2005	Not postmarked before December 15, 2005	February 1, 2006	April 1, 2006	April 15, 2006
Apr. 1 – Jun. 30, 2005	Not postmarked before January 15, 2006	March 1, 2006	May 1, 2006	May 15, 2006
Jul. 1 – Sept. 30, 2005	Not postmarked before February 15, 2006	April 1, 2006	June 1, 2006	June 15, 2006